



**STATIONARY
WASTE TIRE PROCESSING FACILITY
PERMIT APPLICATION
GUIDANCE DOCUMENT**

APPLICANT:

APPLICATION ADMINISTRATIVE REQUIREMENTS

I. Permit Application Form

Complete the attached application form provided by the department. Each blank on the form must be completed as applicable, and both the operator and the property owner must sign the form.

II. Permit Application Fee

The application must include a nonreturnable \$200.00 application fee. The fee shall be paid by check or money order made payable to the Department of Natural Resources.

III. Evidence of Property Ownership

Provide verification that the “person” listed as the property owner is the owner of the property. A copy of the warranty Deed will satisfy this requirement. Indicate where this document is located in the application:

IV. Evidence of Compliance with Local Zoning Requirements

The application must include an explanation of the local zoning and other local requirements. If required, zoning permits and local approvals must be obtained before the SWMP will review the application. The application must include one of the following: a copy of the letter(s) from the local governing authorities stating that there are no local requirements applicable to the waste tire processing facility; copies of all required local permits, licenses, approvals or equivalents; a letter from the local governing authorities unconditionally stating that all applicable permits, licenses, approvals or equivalents will be issued upon issuance of the department’s approval of the application; or a court order indicating that the owner/operator is exempt from local requirements. Indicate where this documentation is located in the application:

V. Violation History Disclosure Statement

Requirement:

As required by the Solid Waste Management Law, Section 260.241, RSMo, the department must consider the prior operating history of the applicant to determine if the applicant is a habitual violator of the laws and rules which pertain to solid or hazardous waste. If an applicant is determined to be a habitual violator, this is considered grounds for denial of the application.

Information to be submitted:

Complete the attached Violation History Disclosure Statement. You may need to request assistance from an attorney in completing the violation history information.

VI. Evidence of Compliance with DNR Water Pollution Control Program Requirements

The application must include documentation verifying that the waste tire processing is in compliance with the requirements of the department's Water Pollution Control Program (WPCP) (for example, submit a copy of the storm water permit issued by the WPCP or submit a copy of the permit application filed with the WPCP). Runoff protection must also be addressed in the Operational Plans section of this document. For further information contact the WPCP at (573) 751-1300. Indicate where this documentation is located in the application:

VII. Evidence of Corporate or Fictitious Name Registration

Provide exact company name: _____

Provide MO registration number (if applicable): _____

OPERATIONAL PLANS

I. Processing and Storage

A. Processing

Requirement:

Describe the type of equipment to be utilized and a complete methodology for processing waste tires, including the manufacturer's estimated capacity of the equipment, the number of tires processed in the last 6 months, and plans for the final destination of the waste tires. Indicate where this documentation is located in the application:

B. Storage

Requirement:

Estimate the maximum inventory of processed and unprocessed tires to be stored at the facility at any one time. Indicate where this documentation is located in the application:

Explain how and where the waste tires will be stored prior to being processed. Indicate where this documentation is located in the application:

Explain how and where the processed waste tires will be stored prior to being transported to the final destination. Indicate where this documentation is located in the application:

C. Runoff Protection

Requirement:

Surface water drainage must be diverted around and away from the waste tires. Surface water drainage must be considered so that tire piles remain stable and do not wash off-site. Also, if keeping the tires dry is the means for controlling vectors, surface water and rainwater must be kept out of the tires.

Information to be submitted:

Detail the methods for diverting surface water drainage away from the waste tire piles and explain how these methods satisfy the above requirement. Indicate where this information is located in the application:

D. Location

Requirement:

Waste tire sites shall not be located in a wetland, sinkhole or floodplain (unless protected against at least the 100 year flood design by impervious dikes or other appropriate means to prevent floodwaters from contacting the waste tires).

Please Note: The Federal Emergency Management Agency (FEMA) produces a "Flood Hazard Boundary Map". If this map is available in your area, it may be used to assist you or your consultant in determining whether your waste tire site / processing facility is in a floodplain. Information concerning this map may be obtained by contacting the Water Resources Program at (573) 751-2867.

Information to be submitted:

Any wetlands or sinkholes must be shown on the survey map and the land use and zoning map submitted with the application. Indicate whether the site or a portion of the site is located in the following areas:

Wetland: ☐ YES ☐ NO

If YES, the waste tires must not be stored in the portion of the site containing wetlands. Additionally, the application must include documentation verifying that tires will not be stored in the portion of the site containing wetlands. Indicate where this information is located in the application:

The Corps of Engineers, the U.S. Fish & Wildlife Service, the Agricultural, Conservation & Stabilization Service, the Soil Conservation Service and the Environmental Protection Agency regulate the protection of wetlands. These agencies have a working document pertaining to the definition of a wetland. Contact these agencies directly, if you have questions concerning their regulations.

Sinkhole: ☐ YES ☐ NO

If YES, the waste tires must not be stored within 100 feet of the sinkhole. Additionally, the application must detail how the sinkhole will be protected to keep out the waste tires and any potential runoff from a waste tire fire. These plans/provisions must be prepared or approved by a professional engineer. Indicate where this documentation is located in the application:

Floodplain: ☐ YES ☐ NO

If YES, the waste tire site / processing facility must be protected against the 100 year flood design by appropriate means to prevent floodwaters from contacting the waste tires. Detail the provisions for protection of the waste tire site / processing facility from the 100 year flood and provide an evaluation of the potential problems created by any modification of the flood flow due to the location of the waste tire site. These plans/provisions must be prepared or approved by a professional engineer. Indicate where this documentation is located in the application:

E. Site Control

Requirement:

Waste tire sites shall be fenced or enclosed or otherwise made inaccessible. Signs must be posted to prohibit unauthorized entry.

Information to be submitted:

1. Describe the fencing or other method(s) for controlling access to the site. This must also be shown on the boundary map submitted with the application. _____

2. List the wording to be placed on the signs and describe where the signs will be located at the site. Wording such as "ACCESS RESTRICTED TO AUTHORIZED WASTE TIRE HAULERS ONLY" may be used.

II. Fire Protection and Vector Control

A. Fire Protection

Requirement:

- Whole, cut, chipped, or shredded waste tires stored indoors shall meet the fire prevention, exposure protection and fire fighting access guidelines contained in the *Standard for Storage of Rubber Tires*, NFPA 231 D, 1994 edition, adopted by the National Fire Protection Association (NFPA). (NFPA 231 D can be ordered by calling (800) 344-3555)

Information to be submitted for Outside Storage:

(For indoor storage requirements, see NFPA 231 D, 1994 edition)

1. The local fire protection agency must be contacted for requirements/recommendations for:

- Emergency planning which must include a description of the actions site personnel must take in case of fire, including evacuation procedures for site personnel and the surrounding community, if

applicable; the procedures, materials and equipment to be used to prevent the spread of a fire to surrounding piles of tires, buildings and property; the procedures, materials and equipment to be used to extinguish a fire; and actions to be taken to prevent runoff from leaving the site. Also specify the testing and follow-up requirements for proper disposition of any runoff, contaminated soil, or debris resulting from a tire fire.

Please Note: Requirements for water supplies are contained in the NFPA 231 D. If water is to be used to extinguish or control the fire, a discussion of how the runoff will be contained must be included.

Several states' experience with tire fires shows that water should not be used to extinguish a fire. If it does not present a hazard to the operator; bulldozers, front-end loaders and similar equipment may be used to move tires not yet involved in the fire, to create breaks in the tire pile or to cover burning tires with soil.

Indicate where this documentation is located in the application:

2. Potential ignition sources must be eliminated (e.g. combustibles, welding, and open fires are prohibited on-site), combustibles must be stored and protected, or removed as they accumulate. Safeguards must be provided to minimize the hazard of sparks from equipment such as burners, boiler stacks, vehicle exhaust, etc. Describe the methods/procedures to be utilized to comply with these requirements.
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B. Vector Control

Requirement:

Conditions shall be maintained that are unfavorable for the harboring, feeding, and breeding of vectors. If the method being used to control vectors is not effective, the owner/operator of the waste tire processing facility must use an alternative method to correct the vector problem. The owner/operator of a waste tire processing facility storing tires shall use one or more of the methods of vector control required by the waste tire rules.

Information to be submitted:

Indicate which of the following four method(s) are used to control vectors:

☐

1. Tires are drained of water, and kept dry.

Indicate which of the following storage method(s) are used to keep the tires dry:

☐ Stored in a building.

☐ Stored in a trailer. Describe how water is kept out of the trailer.

☐ Stored under cover. Describe the cover and explain how the cover is maintained to be impermeable to water.

☐ 2. Tires are altered so as not to retain water.

Explain how the tires will be altered and stored so that the tires do not retain water. Attach a diagram if necessary to show how the tires will be altered and stored.

☐ 3. The tires shall be treated with a larvicide and/or an adulticide that is appropriate to prevent the development of mosquito larvae and pupae and the treatment shall be repeated as often as necessary to prevent such development. The effectiveness and life of the larvicide and/or adulticide utilized must be considered when determining the frequency of application.

a. Explain how the larvicide and/or adulticide will be applied so that it reaches all the tires in the tire piles.

- b. Explain how the operator will determine whether the larvicide and/or adulticide must be reapplied.

 - c. List the larvicide/adulticide to be used: _____

 - d. Attach a copy of the instructions for mixing and application. Indicate where in the application the instructions are located: _____

 - e. List the volume of larvicide/adulticide to be used (measured as a volume per 1000 tires or a similar measurement): _____

- ☐ 4. Another method will be used to control mosquitos and other vectors. Indicate where in the application this method is documented: _____

III Recordkeeping

Requirement:

All records required by 10 CSR 80-8-050 must be kept for at least 3 years. The period of record retention extends upon the written request of the department or automatically during the course of any unresolved enforcement action regarding the regulated activity. The records shall be made available for inspection by the department or its designated representative upon request. The records shall include but are not limited to the following:

- A. Major operational problems, complaints and difficulties;
- B. The approximate number of tires received each week, number of tires removed each week, final disposition of removed tires and the name and permit number of each waste tire hauler bringing tires to, or removing tires from the stationary waste tire processing facility. If hauling own tires, receipts from the final destination must be retained. This information shall be summarized monthly; and
- C. Records of vector control activities. For a stationary waste tire processing facility utilizing a larvicide and/or adulticide for vector control, the records shall include the following:

1. If a registered pest control company applies the larvicide/adulticide, record the company name and the date of application.
2. If a registered pest control company does not apply the larvicide/adulticide, record type(s) of larvicide/adulticide utilized, amount utilized and date applied.

SIGNATURE OF OPERATOR:	DATE:
<u>PRINT</u> NAME AND TITLE OF PERSON WHO SIGNED ABOVE:	
SIGNATURE OF PROPERTY OWNER:	DATE:
<u>PRINT</u> NAME AND TITLE OF PERSON WHO SIGNED ABOVE:	
I, the preparer of this application for a stationary waste tire processing facility permit, submit this application for compliance with the requirements of Sections 260.200 – 260.345, RSMo and the corresponding rules. I recommend that the plans, drawings and associated documents be accepted and approved by the Missouri Department of Natural Resources.	
SIGNATURE OF PREPARER:	DATE:
<u>PRINT</u> NAME AND TITLE OF PERSON WHO SIGNED ABOVE:	

Reminder: Three copies of the completed application (guidance document with attachments) and the \$200.00 application fee must be submitted to the department in person or by certified mail.

July 2003